# Eligibility criteria grid

# PERSONAL ASSISTANT

|  |  |
| --- | --- |
| First name:  | Family name(s):  |

## 1.1. General **Yes No**

|  |  |  |
| --- | --- | --- |
| I have a thorough knowledge of one of the languages of the EU and a satisfactory knowledge of another language of the EU | □ | □ |
| I am a national of a member state of the European Union, Iceland, Liechtenstein, Norway**Please specify country:** | □ | □ |
|  |
| I am entitled to my full rights as a citizen | □ | □ |
| I have fulfilled any obligations imposed by applicable laws on military service | □ | □ |
| I am physically fit to perform the duties linked to the post | □ | □ |

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| --- |
| 1.2. Specific |
| I have a) A level of post-secondary education attested by a diploma, or | □ | □ |
| b) A level of secondary education attested by a diploma giving access to post-secondary education , and appropriate professional experience of at least three years, or | □ | □ |
| c) Where justified in the interests of the service, professional training or professional experience of an equivalent level. | □ | □ |
| I have at least 6 years of relevant proven fulltime professional experience as a personal assistant to senior management | □ | □ |
| 1.2.3. I have an excellent knowledge of English language (written and spoken) | □ | □ |

**Declaration:**

I declare in my word of honour, that the information provided above is true and complete.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  |  | Date: |  |